



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

***APPENDIX¹
to the
LOCAL RULES***

This document is maintained by the Clerk's Office of the United States Bankruptcy Court for the Eastern District of Wisconsin. It is intended to be used as an appendix to the court's local rules, or as a stand-alone document. In either case its purpose is to provide information to assist practitioners, parties and the public in this district.

We welcome feedback regarding the contents, design and usefulness of this document. Please contact a member of the Clerk's staff at 414 297-3291, extension 3200, or webteam_wieb@wieb.uscourts.gov.

Christopher L. Austin
Clerk of Court

TABLE OF CONTENTS

Section One - Filing Requirements and Fees	3
Filing Requirements:	
Chapter 7 - Liquidation	4
Chapter 11 Reorganization	5
Chapter 12 - Adjustment of Debts of a Family Farmer or Fisherman with Regular Income . . .	6
Chapter 13 - Adjustment of Debts of an Individual With Regular Income	7
Chapter 15 - Ancillary and Other Cross-Border Cases/Appeals	9
Adversary Proceedings	10
Requirements for Filing a Master List (Matrix)	11
Miscellaneous Fee Schedule	13
Guidance Regarding Tax Information Under 11 U.S.C. § 521	16
Court Policy Regarding Presumed Reasonable Fees	18
Section Two - Forms	19
Change of Address - Creditor	21
Change of Address - Debtor	22
Credit Card Authorization Form	23
Debtor's Certification for Filing Case Without Credit Briefing	24
Model Chapter 13 Plan	25
Statement of Disclosure	34
Statement of Social Security Number(s)	36

SECTION ONE

FILING REQUIREMENTS AND FEES

Chapter 7

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$299.00, or	✓	<u>Form 3A or 3B is filed</u>	N/A
Application to Pay Filing Fee in Installments, or	✓	Filing fee is paid or Form 3B is filed	3A
Application for Waiver of the Chapter 7 Filing Fee	✓	Filing fee is paid or Form 3A is filed	3B
Voluntary Petition	✓		1
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H</i>)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B
Statement of Social Security Number	✓	Debtor is not an individual	Local Form (see Appendix)
Certificate of Credit Counseling, or	✓	Debtor is not an individual; or files <u>a certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling
Certificate of Exigent Circumstances, or	✓	Debtor is not an individual; or files a certificate of credit counseling, or a request for determination	N/A
Request for a determination by the court that the debtor is unable to complete a credit briefing	✓	Debtor is not an individual; or files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Statement of Current Monthly Income, etc.		Debtor is not an individual or has primarily business debts	22A
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6

Chapter 7

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Schedules I and J - current income and expenditures			6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 11 - Reorganization

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$1039.00, or	✓	<u>Form 3A is filed</u>	N/A
Application to Pay Filing Fee in Installments	✓	Filing fee is paid or debtor is not an individual	3A
Voluntary Petition	✓		1
List of Creditors Holding the 20 Largest Unsecured Claims	✓		4
Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership	✓	Debtor is not a corporation or partnership	2
Mailing Matrix (Names and addresses of all entities from Schedules D, E, F, G, and H)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B
Statement of Social Security Number	✓	Debtor is not an individual	Local Form (see Appendix)
Certificate of Credit Counseling, or	✓	Debtor is not an individual; or files <u>a certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling

Chapter 11 - Reorganization

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Certificate of Exigent Circumstances, or	✓	Debtor is not an individual; or files a certificate of credit counseling, or a request for determination	N/A
Request for a determination by the court that the debtor is unable to complete a credit briefing	✓	Debtor is not an individual; or files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Statement of Current Monthly Income, etc.		Debtor is not an individual	22B
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6
Schedules I and J - current income and expenditures			6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 12 - Adjustment of Debts of a Family Farmer or Fisherman with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$239.00, or	✓	<u>Form 3A is filed</u>	N/A
Application to Pay Filing Fee in Installments	✓	Filing fee is paid	3A
Voluntary Petition	✓		1
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H</i>)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B

Chapter 12 - Adjustment of Debts of a Family Farmer or Fisherman with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Statement of Social Security Number	✓	Debtor is not an individual	Local Form (see Appendix)
Certificate of Credit Counseling, or	✓	Debtor is not an individual; or files a <u>certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling
Certificate of Exigent Circumstances, or	✓	Debtor is not an individual; or files a certificate of credit counseling, or a request for determination	N/A
Request for a determination by the court that the debtor is unable to complete a credit briefing	✓	Debtor is not an individual; or files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6
Schedules I and J - current income and expenditures			6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 13 - Adjustment of Debts of an Individual with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$274.00, or	✓	<u>Form 3A is filed</u>	N/A
Application to Pay Filing Fee in Installments	✓	Filing fee is paid	3A
Voluntary Petition	✓		1

Chapter 13 - Adjustment of Debts of an Individual with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H</i>)	✓		Local Form (see Appendix)
Notice to Individual Debtor with Primarily Consumer Debts		Deposit in mail to debtor prior to case opening if missing.	1
Notice to Debtor by "bankruptcy petition preparer"	✓	No petition preparer involved	19B
Statement of Social Security Number	✓		Local Form (see Appendix)
Certificate of Credit Counseling, or	✓	Debtor files <u>a certificate of exigent circumstances</u> , or a request for determination	UST's Certificate of Counseling
Certificate of Exigent Circumstances, or	✓	Debtor files a certificate of credit counseling, or a request for determination	N/A
Request for a determination by the court that the debtor is unable to complete a credit briefing	✓	Debtor files a certificate of credit counseling, or a <u>certificate of exigent circumstances</u>	N/A
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer"	✓	No petition preparer involved	B 280
Statement of Current Monthly Income, etc.			22C
Schedules A, B, C, D, E, F - assets and liabilities			6
Schedule G - executory contracts and unexpired leases			6
Schedules I and J - current income and expenditures			6
Statement of Financial Affairs			7
Declaration Concerning Debtor's Schedules			6
Chapter 13 Plan			Local Form (see Appendix)
Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition			N/A

Chapter 13 - Adjustment of Debts of an Individual with Regular Income

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Statement of the amount of monthly net income, itemized to show how the amount is calculated			6J

Chapter 15 - Ancillary and Other Cross-Border Cases

Required Lists, Schedules, Statements and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Filing Fee of \$1,039.00, or Application to Pay Filing Fee in Installments	✓	<i>Form 3A is filed</i>	N/A
Voluntary Petition	✓	Filing fee is paid	3A
Mailing Matrix (<i>Names and addresses of all entities from Schedules D, E, F, G, and H. Additionally: List containing the name and address of all administrators in foreign proceedings of the debtor. List of all parties to any litigation in which the debtor is a party and that is pending in the United States at the time of the filing of the petition. List of all entities against whom provisional relief is being sought under § 1519</i>)			1
			Local Form (see Appendix)

Appeal

Required Documents and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Notice of Appeal, Cross Appeal, or Motion for Leave of Appeal	✓		17
Certificate of Service			N/A
Notice of Appeal Fee of \$5.00	✓	The litigant is granted <i>in forma pauperis</i> status	
Docketing fee of \$250.00	✓	If the U.S. is the appellant; or Form 281 is filed; or motion for leave to appeal is filed. Fees may be deferred for trustees and debtors in possession.	N/A

Adversary Proceeding			
Required Documents and Fees	Minimum Filing Requirement	Exception to Filing Requirement (<u>Minimum Requirement Exception Only</u>)	Form # (Official Form Unless Noted)
Complaint	✓		N/A
Filing fee of \$250.00	✓	Action commenced by the debtor in a chapter 7, 13 or a debtor in possession acting for the benefit of an individual debtor. If Form 281 is filed. Fees may be deferred for trustees.	N/A
Adversary Proceeding Cover Sheet			104
Summons and Notice of Pretrial Conference*			250B
*Comment: (1) You may type the Clerk's name on the signature line (the Clerk's signature is not required) (2) Complete the summons down to the line: "If you make a motion..." (3) The summons will be returned to you for service.			

REQUIREMENTS FOR FILING A MASTER LIST (MATRIX)

In order to process matrices more efficiently, the Clerk requests that debtors file creditor matrices by e-mail. It is not necessary to file a verification of the creditor matrix in this district.

1. **E-Mail Guidelines**

- a. The e-mail address is wieb_matrices@wieb.uscourts.gov
- b. The subject line must contain the debtor's name.
 - i. If the matrix is amended or submitted to satisfy a deficiency, add the case number to the subject line.
- c. Only one matrix is to appear in each e-mail.

2. **File Attachment**

- a. The file must be named: **matrix** and saved in an ASCII format.

3. **Information Contained in the File**

- a. Each name/address block must consist of no more than five lines, with one blank line between each name/address block.
- b. Each line must consist of no more than 40 characters.
- c. City, state and zip code must be on the last line.
- d. A nine-digit zip code, if used, must include a hyphen separating the two groups.
- e. Account numbers, if used, must not appear on the first or the last line in a name/address block.
- f. **Do not include** the following names in the file:
 - i. Debtor/Joint Debtor,
 - ii. Attorney for the Debtor, or the
 - iii. Office of the United States Trustee, for the Eastern District of Wisconsin.
- g. Use upper and lower case type, first letter capitalization of proper names, etc.
- h. Do not use bold type or a font size smaller than 10.
- i. Use a single column format with left margin justification. Do not center the name/address block.

4. **Disk Guidelines²**

- a. Submit a 3 ½ inch or CD-Rom disk.
- b. Label the exterior of the disk with the debtor's last name and creditor count.
- c. Adhere to the guidelines listed above for **File Attachment** and the **Information Contained in the File**.

² Disks will not be returned unless a self addressed, stamped return envelope is provided.

5. **Paper Format** - accepted only in extenuating circumstances.
- a. Paper matrices **must be typed** and must adhere to the guidelines listed above for the **Information Contained in the File**.
 - b. Number the reverse side of each page (1 or 2; 2 of 2).
 - c. List the debtor's name on the reverse side of each page.
 - d. Do not use:
 - i. Non-standard paper such as onion skin or colored paper,
 - ii. Paper size other than 8 ½ X 11,
 - iii. Unreadable type or print styles such as proportionally spaced fonts or exotic fonts,
 - iv. Dot matrix printing, or
 - v. Extra marks on the front of the page, such as a letterhead, dates, debtor's names, stains or handwritten marks.

6. **Example of a Matrix**

Name of Creditor Number One
Attention: Office Manager
123 South Your Street
Milwaukee, WI 53202

Name of Creditor Two
C/O Attorney Smith
456 West Street
Milwaukee, WI 53202-4581

Name of Creditor Three
P.O. Box 789
Milwaukee, WI 53202-0789

Name of Creditor Four
1011 East Lake Avenue
Milwaukee, WI 53202

MISCELLANEOUS FEE SCHEDULE³

- | | | |
|----|---|----------|
| 1. | Motion to Abandon Property of the estate under Fed. R. Bankr. P. 6007. | \$150.00 |
| 2. | Amendment⁴ to the debtor's schedule of creditors (D-E-F), lists of creditors, matrix or mailing lists, for each amendment. | \$ 26.00 |
| 3. | Filing of any separate or joint notice of appeal or application for appeal or upon the receipt of any order allowing, or notice of the allowance of an appeal or a writ of certiorari, \$5.00 shall be paid to the clerk of the court by the appellant or petitioner in a bankruptcy code case. | \$ 5.00 |
| 4. | Appeal: Docketing a proceeding on appeal or review from a final judgement of a bankruptcy judge pursuant to 28 USC §158(a) & (b), the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court as required by Item 1 of the Courts of Appeals Miscellaneous Fee Schedule. A separate fee shall be paid by each party filing a notice of appeal in the bankruptcy court, but parties filing a joint notice of appeal in the bankruptcy court are required to pay only one fee. | \$250.00 |
| 5. | Appeal: Docketing a cross appeal from a bankruptcy court determination, the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court. | \$250.00 |
| 6. | Motion to terminate, annul or modify the Automatic Stay⁵ under 11 USC §362(a). | \$150.00 |

³ This is an excerpt of the Bankruptcy Court's Miscellaneous Fee Schedule, issued in accordance with 28 USC §1930(b).

⁴ The fee does not apply when changing the address of a listed creditor, or adding the name and address of an attorney for a listed creditor.

⁵ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

7.	Certification of any document or paper whether the certification is made directly on the document or by separate instrument.	\$ 9.00
8.	Complaint ⁶ : To file a complaint/adversary proceeding.	\$250.00
9.	Upon filing a motion or notice to Convert a case from:	
a.	Chapter 7 to chapter 11	\$755.00
b.	Chapter 7 to chapter 12	\$ 15.00
c.	Chapter 7 to chapter 13	\$ 0.00
d.	Chapter 11 to chapter 7	\$ 15.00
e.	Chapter 12 to chapter 7	\$ 15.00
f.	Chapter 13 to chapter 7, if one joint debtor has been dismissed under chapter 13	\$ 15.00
g.	Chapter 13 to chapter 11	\$765.00
h.	Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$15.00 conversion fee).	\$165.00
10.	Copy of any record or paper (per page).	\$.50
11.	Copy of any record or document accessed electronically at a public terminal ⁷ (per page).	\$.10
12.	Exemplification of any document or paper, twice the amount of the fee for certification.	\$ 18.00
13.	Filing or indexing any document not in a case or proceeding for which a filing fee has been paid.	\$ 39.00
14.	Motion to:	
a.	Abandon property of the estate under Fed. R. Bankr. P. 6007.	\$150.00
b.	Motion to terminate, annul or modify the Automatic Stay ⁸ under 11 USC §362.	\$150.00
c.	Withdraw reference under 28 USC §157(d).	\$150.00

⁶ If a child support creditor or its representative is the plaintiff, and if such plaintiff files AO Form B281, no fee is required. If a debtor is the plaintiff, no fee is required.

⁷ Excerpt from the Electronic Public Access Miscellaneous Fee Schedule (EPA Fee Schedule).

⁸ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

d.	Reopen a Bankruptcy Case ⁹ : a fee shall be collected in the same amount as the filing fee prescribed by 28 USC §1930(a) for commencing a new case on the date of the reopening.	
i.	Chapter 7	\$220.00
ii.	Chapter 11	\$1,000.00
iii.	Chapter 12	\$200.00
iv.	Chapter 13	\$150.00
15.	Notice Fee : if incurred prior to January 1, 1998 (per page).	\$.50
16.	Record : Retrieve a record from the Federal Records Center.	\$ 45.00
17.	Reproduction of recordings of proceedings, regardless of medium.	\$ 26.00
18.	Returned check.	\$ 45.00
19.	Search : Of the records (per name or item searched). This fee shall apply to service rendered on behalf of the United States if the information requested is available through electronic access.	\$ 26.00
20.	Split Cases : To split a joint case into two separate cases. Equal to the current filing fee.	
a.	Chapter 7	\$220.00
b.	Chapter 11	\$1,000.00
c.	Chapter 12	\$200.00
d.	Chapter 13	\$150.00
e.	Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$15.00 conversion fee).	\$165.00
21.	Motion to Withdraw reference under 28 USC §157(d).	\$150.00

⁹ No fee is collected if the case is reopened for actions related to the debtor's discharge or for the purpose of filing a complaint to obtain a determination under Fed. R. Bankr. P. 4007(b).

**Guidance Regarding Tax Information
Under 11 U.S.C. § 521**

I. No tax information filed with the bankruptcy court or otherwise provided by the debtor will be available to the public via the Internet, PACER, or CM/ECF.

In order for tax information to be electronically entered into a court's CM/ECF system, the "tax information" event must be selected from the CM/ECF event list. The "tax information" event limits access to the filed tax information to those users assigned "court" logins (*i.e.*, judicial officers and court employees). All other users (including PACER users) will be limited to viewing a docket event on the docket report indicating that tax information has been filed. These other users will not be able to open and view the tax information.

II. Debtors providing tax information under 11 U.S.C. § 521 should redact personal information as set forth in the Judicial Conference's Policy on Privacy and Public Access to Electronic Case Files.

The debtor should take the following steps to redact personal identifiers in any tax information filed with the court or provided to the trustee or creditor(s), in either electronic or paper form:

- " **Social Security numbers.** If an individual's social security number is included, only the last four digits of that number should appear;
- " **Names of minor children.** If a minor child(ren) is/are identified by name, only the child(ren)'s initials should appear;
- " **Dates of birth.** If an individual's date of birth is included, only the year should appear; and
- " **Financial account numbers.** If financial account numbers are provided, only the last four digits of these numbers should appear.

Court employees are not responsible for redacting any of the personal identifying information. The responsibility for redacting personal identifiers rests solely with the debtor.

III. Procedure for requesting and obtaining access to tax information filed with the bankruptcy court under 11 U.S.C. § 521(f).

To gain access to a debtor's tax information under 11 U.S.C. § 521(f), the United States trustee, trustee, or party in interest, including a creditor, must follow the procedures set forth below.

A written request that a debtor file copies of tax returns with the court pursuant to 11 U.S.C. § 521(f) shall be filed with the court and served on the debtor and debtor's counsel, if any.

In order to obtain access to debtor's tax information that is filed with the bankruptcy court, the movant must file a motion with the court, which should include:

- " a description of the movant's status in the case, to allow the court to ascertain whether the movant may properly be given access to the requested tax information;
- " a description of the specific tax information sought;

- " a statement indicating that the information cannot be obtained by the movant from any other sources; and
- " a statement showing a demonstrated need for the tax information.

IV. Access to tax information when a motion for access has been granted.

When access to tax information has been granted by court order, transmission of the tax information to the movant, by whatever means the court deems appropriate, will be recorded as a docket event in CM/ECF so that the docket will reflect that the clerk has taken the action necessary to effect the provisions of the court's order granting access.

COURT POLICY REGARDING PRESUMED REASONABLE FEES

LR 2016.1, previously adopted by this court states:

Presumed Reasonable Fee in Chapter 13. A fee of \$1500 or less may be allowed as an administrative expense in a chapter 13 case without a formal fee application.

This policy supplements Fed. R. Bankr. P. 2016 and 2017 providing for compensation for services rendered and for examination of a debtor's transactions with an attorney. The bankruptcy judges in this district have determined that for cases filed on or after October 17, 2005, this presumed reasonable fee shall be \$2500, and the former local rule should be deleted. No formal fee application shall be required if the fee for the chapter 13 case is \$2500 or less, and there is no objection to the fee.

If a party in interest, including the debtor or trustee, requests that the court determine the actual reasonable fee in a particular case, or the court on its own motion decides such a determination is appropriate under the circumstances, the attorney shall submit a detailed fee application in accordance with LR 2016, and a hearing to determine the reasonable fee shall be held. The burden of proving the requested fee is reasonable shall be on the attorney.

For motions filed after October 17, 2005, the presumed reasonable fee in a chapter 7 or 13 case for an attorney filing an initial motion of a creditor for relief from the automatic stay shall be \$700, plus filing fee, which may be added to the creditor's claim if provided by the mortgage or other security agreement between the parties. If a party in interest objects to the fee, the court shall determine the amount of the claim.

SECTION TWO

FORMS

Bankruptcy Forms

Official Bankruptcy Forms and Director's Procedural Forms

The Administrative Office of the United States Courts publishes a Bankruptcy Forms Manual as a service to the public and the courts. The manual contains the Official Bankruptcy Forms prescribed by the Judicial Conference of the United States under authority granted in Federal Rule of Bankruptcy Procedure 9009. It also contains procedural forms issued by the Director of the Administrative Office under authority granted in Bankruptcy Rule 9009. The manual has references to, and explanations of, the law and rules that govern the use of each form, and instructions for completing each form. It can be located at <http://www.uscourts.gov/bkforms/>.

Local Forms

The Eastern District has a number of local forms that supplement the Official and Director's forms. These locally developed forms are published in this appendix and are available on the court's web site at <http://www.wieb.uscourts.gov>.



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

CHANGE OF ADDRESS - CREDITOR

Debtor's Name(s): _____ Case Number: _____

_____ Chapter: _____

Creditor's Name: _____

Old Address: _____
Street Address

City, State and Zip Code

New Address: _____
Street Address

City, State and Zip Code

Change
Requested By: _____
Print or Type Name

Signature

G This notice is provided pursuant to 11 USC § 342(e)(1), and the address provided above supersedes any previous address provided for this creditor in this case.



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

CHANGE OF ADDRESS - DEBTOR

Debtor's Name(s): _____ Case Number: _____

_____ Chapter: _____

New Address: _____

Street Address

City, State and Zip Code

Change
Requested By: _____

Print or Type Name

Signature

Printed Name of Submitting Law Firm or Attorney



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

CREDIT CARD AUTHORIZATION FORM

I hereby authorize the United States Bankruptcy Court of the Eastern District of Wisconsin to charge the credit card listed below for payment of fees, costs, fines and expenses which are incurred by the authorized users listed below. I certify that I am authorized to sign this form on behalf of my law firm.

Cardholder Name: _____

Signature: _____ **Date:** _____

Names of individuals authorized to use account number listed below (include cardholder name, if authorized user):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Law Firm/Sole Practitioner Name: _____

Address: _____

Telephone Number: _____

Receipts should be mailed to: _____
(Name of individual)

☐ Mastercard ☐ Visa ☐ American Express ☐ Discover ☐ Diners Club

Account Number: _____ **Exp. Date:** _____

Mail the original of the form to: Clerk, U.S. Bankruptcy Court, Personal and Confidential: Financial Specialist, 517 East Wisconsin Avenue, Room 126, U.S. Courthouse, Milwaukee, WI 53202-4581. The original of this form will be maintained in a secured location.

This form will be kept on file and remain in effect until specifically revoked in writing. It is the responsibility of the law firm named above, to submit a new form and notify the Clerk, in writing, of any changes to authorized users, new expiration date when the card has been renewed, change of information (e.g. card has been revoked, canceled or stolen), or a change in address or phone number.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN

In re _____,
Debtor

Case No. _____

Chapter _____

DEBTOR'S CERTIFICATION FOR FILING CASE WITHOUT CREDIT BRIEFING

[Complete one of the following statements.]

☐ I/We, _____, the debtor(s) in the above-
(Printed Name(s) of Debtor and Joint Debtor, if any)
styled case hereby certify that on _____ I/we attempted to obtain a pre-filing
(Date)
briefing outlining opportunities available for credit counseling and assisting in related budget
analysis from _____, but the named agency was unable to provide me
(Name of Agency Contacted)
with such briefing within five days of the request and before my/our personal circumstances required that
the case be filed to avoid financial harm. The circumstances requiring filing before the briefing are as
follows:

I/We understand that the briefing required by 11 U.S.C. § 109(h) must be completed, and a
certificate of the agency providing services and the debt repayment plan, if any, shall be filed with the court
within 30 days of filing the petition, except that the court may extend the time for completing the briefing
and filing the certificate for no more than an additional 15 days if the debtor(s) file a request stating the
reasons for the extension in writing before the expiration of 30 days from the date of filing.

- or -

I/We _____, the debtor(s) in the above-
(Printed Name(s) of Debtor and Joint Debtor, if any)
styled case hereby certify that no pre-filing briefing is required because:

[Check the appropriate box.]

- ☐ I am/We are incapacitated or disabled, as defined in 11 U.S.C. § 109(h); or
- ☐ I am/We are on active military duty in a military combat zone.

Signature of Debtor: _____ Signature of Joint Debtor: _____

Date: _____

Date: _____

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN

In re:

Chapter 13

Debtor(s)

Case No.

☐ ORIGINAL CHAPTER 13 PLAN AND MOTIONS
☐ MODIFIED CHAPTER 13 PLAN DATED
(*Modified Plan Terms in Italics or Otherwise Highlighted*)

- ☐ A check in this box indicates that the plan contains special provisions set out in Section 11 below.
- ☐ A check in this box indicates that the plan contains motion(s) to avoid lien pursuant to §522(f)

YOUR RIGHTS WILL BE AFFECTED BY THIS PLAN. You should read this Plan carefully and discuss it with your attorney. Any party opposing any provision of this plan must file a written objection by the date indicated on a separate notice sent to you by the United States Bankruptcy Court. Confirmation of this Plan by the Bankruptcy Court may modify your rights by providing for payments of less than the full amount of your claim and/or by setting the interest rate on your claim in the absence of an interest rate stated on a filed claim.

You must file a proof of claim to be paid under any plan that may be confirmed.

Debtor or Debtors (hereinafter "Debtor") proposed this Chapter 13 Plan:

1. Submission of Income.

(A). Debtor submits to the supervision and control of the Chapter 13 Trustee (hereinafter "Trustee") all or such portion of future earnings or other future income of Debtor as is necessary for the execution of this Plan.

(B). The Debtor is required to turn over to the Trustee 50% of all net federal and state income tax refunds received by them in each year during the term of the plan. The Debtor is required to provide the Trustee with copies of both the federal and state income tax returns, including all schedules filed, within 15 days of filing and in no case later than May 1st of each year of the plan. The refunds will be paid into the plan and be distributed first according to Paragraph 4(B) and then according to the other plan provisions below. The tax refunds shall not reduce amounts otherwise due under this plan.

2. Plan Payments and Length of Plan. Debtor shall pay the total amount of \$_____ by paying \$_____ per month to Trustee by ☐ Payroll Deduction(s) or by ☐ Direct Payment(s) for the period of _____ months, unless all allowed claims in every class, other than long-term claims, are paid in full in a shorter period of time. These payments shall start no later than 30 days after filing of the petition. The term of this Plan shall not exceed sixty (60) months from date of confirmation. See 11 U.S.C. 1325(b)(1)(B) and 1325(b)(4). Each pre-confirmation plan payment shall be reduced by any pre-confirmation adequate protection payment(s) made pursuant to Plan.

☐ IF CHECKED, Plan payments will increase to \$_____ upon completion or termination of _____.

☐ IF CHECKED, No Plan payments will be due for the months of _____ during the term of the plan. (Summer Skip Provision)

3. Claims Generally. The amounts listed for claims in this Plan are based upon Debtor's best estimate and belief. Nothing herein prohibits a creditor from filing a proof of claim in a different amount. Objections to claims may be filed before or after confirmation.

4. Order of Plan Distribution. The Trustee shall distribute payments pursuant to following distribution sequence.

5. Administrative Claims. Trustee will pay in full allowed administrative claims and expenses pursuant to 507(a)(2) as set forth below, unless the holder of such claim or expense has agreed to a different treatment of its claim.

(A). **Trustee's Fees.** Trustee shall receive a fee for each disbursement, the percentage of which is fixed by the United States Trustee, not to exceed 10% of funds received for distribution.

(B). **Debtor's Attorney's Fees.** The total attorney fee as of the date of filing the petition is \$_____. The amount of \$_____ was paid prior to the filing of the case. The balance of \$_____ will be paid as follows: \$_____ to be paid at the initial disbursement following confirmation of the plan. The balance of attorney fees will be paid \$_____ monthly until the fee is paid in full. Pursuant to 507(a)(2) and 1326(b)(1), any tax refund submission received by the trustee will first be used to pay any balance of Debtor's Attorney's Fees.

Total Administrative Claims: \$_____

6. Priority Claims.

(A). Domestic Support Obligations (DSO).

☐ If Checked, Debtor does not have any Domestic Support Obligations. Skip to Plan paragraph 6(B).

☐ If Checked, Debtor has Domestic Support Obligations. Debtor is required to pay all post-petition domestic support obligations directly to the holder of the claim. The name(s) and address(es) of the holder of any domestic support obligation are as follows. See 11 U.S.C. 101(14A) and 1302(b)(6):

(a) DSO Creditor (Name and Address)	(b) Scheduled Amount	(c) Projected monthly payment

☐ If Checked, Debtor does not have any Anticipated Domestic Support Obligation Arrearage Claims

☐ If Checked, Debtor has Anticipated Domestic Support Obligation Arrearage Claims. Unless otherwise specified in this Plan, priority claims under 11 U.S.C. 507(a)(1) will be paid in full pursuant to 11 U.S.C. 1322(a)(2).

(a) Creditor (Name and Address)	(b) Estimated arrearage claim	(c) Projected monthly Arrearage payment
Totals:	\$	\$

☐ If Checked, Debtor does not have any domestic support obligation claims that are assigned to, owed to, or recoverable by a governmental unit and may not be paid in full.

☐ If Checked, Pursuant to 507(a)(1)(B) and 1322(a)(4), the Debtor has the following domestic support obligation claims that are assigned to, owed to, or recoverable by a governmental unit and may not be paid in full.

(a) Creditor (Name and Address)	(b) Estimated arrearage claim	(c) Estimated amount to be paid through the plan
Totals:	\$	\$

(B). **Other Priority Claims (e.g., tax claims).** These priority claims will be paid in full through the plan.

(a) Creditor	(b) Estimated claim
Totals:	\$

7. Secured Claims. Failure to object to this plan deems acceptance of the plan except to the extent of an allowed secured claim.

(A). ☐ If Checked, The Debtor does not have Claims Secured by Personal Property Which Debtor Intends to Retain. Skip to 7(B).

☐ If Checked, The Debtor has Claims Secured by Personal Property Which Debtor Intends to Retain.

(i). **Adequate protection payments.** No later than 30 days after the date of the filing of this plan or the order for relief, whichever is earlier, the Trustee shall make the following adequate protection payments to creditors pursuant to 1326(a)(1)(C). Creditor will not receive a payment under this section without a filed proof of claim. Upon confirmation the treatment of such claims will be governed by Paragraph (ii) below.

Trustee shall make the following monthly adequate protection payments from funds received:

(a) Creditor	(b) Collateral	(c) Adequate protection payment amount
	Total monthly adequate protection payments:	\$

(ii). **Post confirmation payments.** Post-confirmation payments to creditors holding claims secured by personal property shall be paid as set forth in subparagraphs (a) and (b). If Debtor elects to propose a different method of payment, such provision is set forth in subparagraph (c). Creditor will not receive a payment under this section without a filed proof of claim.

(a). **Claims to Which 506 Valuation is NOT Applicable.**

☐ If Checked, the Debtor has no secured claims to which 506 valuation is not applicable. Skip to (b).

☐ If Checked, the Debtor has secured claims to which 506 valuation is not applicable. Claims listed in this subsection consist of debts secured by a purchase money security interest in a vehicle for which the debt was incurred within 910 days of filing the bankruptcy petition and for the personal use of the debtor, or, if the collateral for the debt is any other thing of value, the debt was incurred within 1 year of filing. See 1325(a)(5). After confirmation of the plan, the Trustee will pay to the holder of each allowed secured claim the monthly payment in column (f) based upon the amount of the claim in column (d) with interest at the rate stated in column (e). Payments distributed by the Trustee are subject to the availability of funds.

(a) Creditor	(b) Collateral	(c) Purchase date	(d) Claim amount	(e) Interest rate	(f) Monthly payment
		Total:	\$	Total:	\$

(b). **Claims to Which 506 Valuation is Applicable.**

☐ If Checked, the Debtor has no secured claims to which 506 valuation is applicable. Skip to (B).

☐ If Checked, the Debtor has secured claims to which 506 valuation is applicable. Claims listed in this subsection consist of any claims secured by personal property not described in Plan paragraph 6(A)(ii)(a). After confirmation of the plan, the Trustee will pay to the holder of each allowed secured claim the monthly payment in column (f). Payments distributed by the Trustee are subject to the availability of funds.

(a) Creditor	(b) Collateral	(c) Purchase date	(d) Replacement value	(e) Interest rate	(f) Monthly payment
		Total:	\$	Total:	\$

(B). Claims Secured by Real Property Which Debtor Intends to Retain.

(i) ☐ If Checked, the Debtor does not have any claims secured by Real Property that Debtor intends to retain.

☐ If Checked, the Debtor has claims secured by Real Property that Debtor intends to retain. Debtor will make all post-petition mortgage payments directly to each mortgage creditor as those payments ordinarily come due. These regular monthly mortgage payments, which may be adjusted up or down as provided for under the loan documents, are due beginning the first due date after the case is filed and continuing each month thereafter, unless this Plan provides otherwise.

(a) Creditor	(b) Property description	(c) Monthly direct post-petition payment
		\$
		\$

(ii) ☐ If checked, the Debtor has no arrearage claim secured by Real Property that the Debtor intends to cure through the Plan.

☐ If checked, the Debtor has an arrearage claim secured by Real Property that the Debtor intends to cure through Plan. Trustee may pay each allowed arrearage claim the monthly payment indicated in column (d) until paid in full.

(a) Creditor	(b) Property description	(c) Estimated arrearage amount	(d) Monthly payment
		\$	\$
		\$	\$
	Totals:	\$	\$

TOTAL SECURED CLAIMS TO BE PAID THROUGH THE PLAN: \$ _____

(C). **Surrender of Collateral.** This Plan shall serve as notice to creditor(s) of Debtor's intent to surrender the following collateral. Unless specified otherwise in the Plan, Creditor shall make arrangements for surrender through Debtor's Attorney. Any secured claim filed by a secured lien holder whose collateral is surrendered at or before confirmation will have their secured claim treated as satisfied in full by the surrender of the collateral. Any involuntary repossession or foreclosure prior to confirmation of this Plan must be obtained by a filed motion and Court order, unless the automatic stay no longer applies under 362(c). Upon Plan confirmation, the automatic stay will be deemed lifted for the collateral identified below for surrender and the creditor need not file a Motion to Lift Stay in order to repossess, foreclose upon, or sell the collateral. Nothing herein is intended to lift any applicable co-Debtor stay, or to abrogate Debtor's state law contract rights.

(a) Creditor	(b) Collateral to be surrendered

8. Unsecured Claims.

(a). Debtor estimates that the total of general unsecured debt, not separately classified in paragraph (b) below, is \$_____. After all other classes have been paid, Trustee will pay to the creditors with allowed general unsecured claims a pro rata share of \$_____ or _____%, whichever is greater.

(b). Special classes of unsecured claims: None

9. Executory Contracts and Unexpired Leases.

☐ If checked, the Debtor does not have any executory contracts and/or unexpired leases.

☐ If checked, the Debtor has executory contracts and/or unexpired leases. The following executory contracts and unexpired leases are assumed, and payments due after the filing of the case will be paid directly by Debtor, not through Trustee, as set forth below in column (c). Debtor proposes to cure any default by paying the arrearage on the assumed leases or contracts in the amounts projected in column (d) at the same time that payments are made to secured creditors.

(a) Creditor	(b) Nature of lease or executory contract	(c) Payment to be paid directly by Debtor	(d) Projected arrearage monthly payment through plan (for informational purposes)
Totals:			

All other executory contracts and unexpired leases of personal property are rejected upon confirmation of the plan.

10. **Property of the Estate.** Property of the estate shall revert in Debtor upon discharge, conversion, dismissal or other order of the court.

11. **Special Provisions.** Notwithstanding anything to the contrary set forth above, the Plan shall include the provisions set forth below. **The provisions will not be effective unless there is a check in the notice box preceding Paragraph 1 of this plan.**

☐ Special provisions continue to overflow page.

12. Motion to Avoid Lien under 522(f).

☐ If checked, the Debtor does not have any motions to avoid liens under 522(f).

☐ If checked, the Debtor moves to avoid the following lien(s) that impair exemptions:

(a) Creditor	(b) Collateral

13. Direct Payment by Debtor. Secured creditors and lessors to be paid directly by the Debtor may continue to mail to Debtor the customary monthly notices or coupons or statements notwithstanding the automatic stay.

14. Modification. Debtor may file a modification of this plan that is not materially adverse to creditor(s) without providing notice to creditor(s) if the Chapter 13 Trustee determines that said modification is not materially adverse to said creditor(s).

Date: _____, 20____.

Debtor

Debtor's Attorney
Address
City, State, Zip
Phone
Fax

Joint Debtor

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN

In re:

Case No.
Chapter 7

Debtor(s).

STATEMENT OF DISCLOSURE PURSUANT TO 11 U.S.C. 522(q) AND LOCAL
RULE 1007.5

The Debtor(s) in the above captioned case have used the exemptions of a state other than Wisconsin pursuant to 11 U.S.C. 522 (b)(3)(A) and the amount of the equity exempted thereunder for the property of the type described in 11 U.S.C. 522(p)(1)(A), (B), (C) and/or (D) exceeds, in the aggregate, \$125,00.00. As a consequence thereof and pursuant to 11 U.S.C. 522(q)(1) and Local Rule 1007.5, Debtor(s) state as follows
(Check all applicable statements and provide all required information):

1. A. _____ There **is no** currently pending proceeding in which Debtor(s) may be found guilty of a felony of the kind described in 11 U.S.C. §522(q)(1)(A);

or,

B. _____ There **is** currently pending a proceeding in which Debtor(s) may be found guilty of a felony of the kind described in 11 U.S.C. §522(q)(1)(A).

Name of Debtor(s) subject to 11 U.S.C. §522(q)(1)(A) felony proceeding:

2. A. _____ There **is no** currently pending proceeding in which Debtor(s) may be found liable for a debt of the kind described in 11 U.S.C. §522(q)(1)(B);

or,

B. _____ There **is** currently pending a proceeding in which Debtor(s) may be found liable for a debt of the kind described in 11 U.S.C. §522(q)(1)(B).

Name of Debtor(s) subject to 11 U.S.C. §522(q)(1)(B) debt:

Debtor

Date

Debtor

Date

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WISCONSIN**

In re _____,)
) Case No. _____
Debtor)
) Chapter _____
)

STATEMENT OF SOCIAL SECURITY NUMBER(S)

1. Name of Debtor (Last, First, Middle): _____
/ / Debtor has a Social Security Number and it is _____ - _____ - _____
/ / Debtor does not have a Social Security Number.
2. Name of Joint Debtor (Last, First, Middle): _____
/ / Joint Debtor has a Social Security Number and it is _____ - _____ - _____
/ / Joint Debtor does not have a Social Security Number.
3. Name of Spouse if not a Joint Debtor (Last, First, Middle): _____
Address _____

/ / Spouse has a Social Security Number and it is _____ - _____ - _____
/ / Spouse does not have a Social Security Number.

I declare under penalty of perjury that the foregoing is true and correct.

X _____
Signature of Debtor Date

X _____
Signature of Joint Debtor Date

**Check the appropriate boxes above and provide the required information.*

**Joint Debtors must provide information for both spouses.*

**Debtor must provide information for non-filing spouse.*

**If Debtor, Joint Debtor or Non-Filing Spouse has more than one Social Security Number, state all.*

Penalty for making a false statement: Fine of up to \$250,000 or up to 5 years imprisonment or both. 18 U.S.C. §§ 152 and 3571.